

Approved on 05/17/07

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING NOTES**

**COMMITTEE:** Quality Service Delivery Systems

**RECORDER:** Angela McGuire      **DATE:** February 22, 2007

**COMMITTEE MEMBERS**

**PRESENT:** Marie Poulsen, Beverley Morgan-Sandoz, Jim Bellotti (CDE), Fran Chasen, Wanda Davis, Susan Graham, Linda Landry, Kris Pilkington, Kate Warren, Virginia Reynolds

**ABSENT:** Brigitte Ammons, Lois Pastore, Letha Sellars, Julie Woods

**GUESTS:** Kelly Young, Diane Kellegrew, George Pascua, Susan Miller, Michelle Donahue, Kevin Brown

**LIAISONS:** Patric Widmann (DDS), Karen Johnson (CDE)

**SUMMARY NOTES**

**I. INTRODUCTIONS AND WELCOME TO NEW MEMBERS**

A. Introduced Kelly Young, new employee with WestEd CPEI.

**II. AGENDA REVIEW**

A. Reviewed and accepted.

**III. REVIEW AND APPROVAL OF MINUTES**

A. Reviewed and approved.

**IV. CHAIR'S REPORT**

A. Shared discussion at Executive Committee concerning OSEP letter, DDS response, and SPP; these documents will be presented in greater detail at ICC meeting.

B. Shared Executive Committee discussion around supporting provision of parent input and parent participation. FRSC and Parent Leadership Ad Hoc will work together to develop a draft of public input guidelines. Draft will be presented to Executive for consideration.

1. Some points will go to Debbie and Gretchen and/or ICC Mentoring Work Group
2. Some points will go to Executive Committee

## V. PRIORITY/OUTCOME AND ACTION PLAN

- A. Committee worked to refine action to meet recommendation development timeline.
- B. Per Workplan Proposed Action, Committee requested WestEd develop list of questions for committee to edit. WestEd and DDS will determine whether this activity can be accommodated under the current scope of work.

## VI. COMMITTEE ACTIVITIES

- A. Membership
  - 1. Standing Committee Composition document and Committee Roster were reviewed.
  - 2. Committee recommends assignment of parent who represents
    - a) Parents of younger child and/or
    - b) Ethnic/cultural/gender diversity
  - 3. Committee identified the following applicants as candidates who might be a good fit for QSDS; co-chairs will review their ICC community representative applications:
    - a) Mark Chronic
    - b) Catherine Abarca
- B. Report from Monitoring Unit
  - 1. New DDS Community Liaisons were introduced: Michelle Donahue and Susan Miller
  - 2. DDS staff listed upcoming monitoring visits and record reviews
  - 3. DDS provided statistics on Early Start complaints, appeals and mediation
    - a) DDS Due Process summary will be available in May for last 6 months of 2006.
    - b) In future, DDS will clarify resolution on identified issues
    - c) DDS reported that only one of the complaints filed involved Education
- C. Program and Personnel Development
  - 1. Sub-Committee status- Diane Kellegrew reported. This is now a WestEd activity and will be included as a standing item in the agenda as such.
    - a) WestEd Personnel Model Workgroup: Information is being collected from other states. Dr. Kellegrew provided a list of websites with examples of state competency requirements, certification and licensure for early intervention. Panel presentation is planned for upcoming IDA conference.
- D. DDS provided a review of progress on previous QSDS Committee recommendations: Letter about ICC recommendations was sent to RCs, CDE, IDPs, and FRCs. At last meeting, DDS agreed to survey RCs to determine which recommendations have been implemented. Survey will be sent in June 2007.

1. Committee reviewed and discussed all of the recommendations addressing the IFSP, with special focus on those that were not accepted.

- a) Some of the recommendations appeared to have been written in a way that did not fit the Department's scope of influence. The committee recommends that there be a more comprehensive discussion with the Department to understand reason for non-acceptance and alternatives for follow-up. Following this discussion, some of the recommendations may be revised/redesigned to better fit the Department's scope.
- b) Some recommendations may be better addressed via other/partner groups. The committee recommends that the ICC liaison to American Academy of Pediatrics to explore feasibility for AAP to take a leadership role, with American Academy of Family Practitioners, to implement training and information dissemination to physicians.

## VII. ACTION AND RECOMMENDATIONS

A. Committee identified two ICC community representative candidates to consider for assignment to QSDS committee. Committee requests that DDS provide applications from the following candidates for the Co-chairs to review:

- 1. Mark Chronic
- 2. Catherine Abarca

B. Committee requests that WestEd develop an interview protocol/list of questions to collect information on programs and services addressing social, emotional and behavioral health and development from Early Start partnering State agencies; this information will be used to create a profile of current availability to and implementation of services as described in the QSDS Priority Workplan. WestEd and DDS will determine whether this activity can be accommodated under the current WestEd scope of work.

C. Personnel Model Workgroup will replace Program and Personnel Development as a standing item on the QSDS Committee agenda. Diane Kellegrew or other Workgroup representative will provide a report.

D. Committee requests that there be a more comprehensive discussion between ICC and the Department to clarify reasons for non-acceptance of some recommendations.

- 1. Committee suggests that QSDS and ISH work together to redevelop recommendation IC 5 as a more acceptable recommendation.
- 2. Committee recommends that ISH and other interested parties identify outcomes and explore redesign of recommendation IC 6.

E. Committee recommends that ICC liaison to the American Academy of Pediatrics (Arleen Downing) explore the feasibility for AAP to take a leadership role, with the American Academy of Family Practitioners, to implement training and information dissemination to physicians as described in recommendation IC 5.

## VIII. NEXT MEETING: May 17, 2007